

APPENDIX A
MONTANA DEPARTMENT OF COMMERCE
ECONOMIC DEVELOPMENT PROJECT APPLICATION FORM
AND TABLE OF CONTENTS

(It is required that this form be typed and completely filled out)

Cells are formatted for numbers, currency, and percentages.

This appendix should be the first item to appear in the application.

A. APPLICANT INFORMATION

1. Local Government

Name of Local Government	
Address	
Phone Number	
Chief Elected Official (Printed Name and Title)	
Signature of Chief Elected Official	
Local Government Tax ID #	
Local Government DUNS #	
Local Government CCR/CAGE Code	
Senate District Number(s)	
House District Number(s)	

2. Local Development Organization

Name of Contact Person				
Address				
Phone Number				
Email Address				
Existing Revolving Loan Fund (RLF)?	No		Yes	
			Balance	\$

Money available for loans

3. Authorization of Release of Information

The Applicant (*Local Government*), ***which has ultimate responsibility for submission of this application*** designates the following party as the authorized contact for additional information and/or documentation regarding this application for CDBG-ED funding.

Name of Contact Person	
Address	
Phone Number	
Email Address	

4. Assisted Business

Name of Company				
Contact Person				
Address				
Phone Number				
Email Address				
Business NAIC Code				
Business DUNS Number				
Does the business provide health care benefits?	No		Yes	

B. PROJECT SUMMARY

In the box below, provide a summary of this proposal which describes the nature of the assisted business. This box may be expanded as necessary.

Please provide sufficient information to explain the primary project and what CDBG-ED funds would be utilized for. Providing a detailed summary will enable grant reviewers to understand the proposal better and facilitate the application review process.

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C. BENEFIT TO LOW AND MODERATE-INCOME (LMI) SUMMARY

1. Jobs and Cost Per Job Summary

Total Number of New Jobs Created	
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Total Number of New LMI Jobs Created	
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Total Number of Jobs Retained (only on retention projects)	
---	--

Total Number of LMI Jobs Retained (only on retention projects)	
---	--

Percentage (%) of Benefit to LMI	
Total jobs/total LMI jobs - minimum 51% benefit to LMI	
Job retention projects must provide documentation that without CDBG-ED assistance the jobs would be lost.	

CDBG-ED Cost Per Job	
(Maximum \$25,000 per job)	
Total CDBG-ED Activity Funds Requested \$ ____ / # of jobs ____.	

2. Customized Training of Employees Summary

Total Number of Existing Employees to be Trained	
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Total Number of New Employees to be Trained	
--	--

Total Number of Existing LMI Employees to be Trained	
---	--

Total Number of New LMI Employees to be Trained	
--	--

Percentage (%) Benefit to LMI	
Total jobs/total LMI jobs - minimum 51% benefit to LMI	

CDBG-ED Cost Per Job (Maximum \$5,000 per job)	
Total CDBG-ED Activity Funds Requested \$____/ # of jobs ____)	

D. FUNDING SUMMARY

Total CDBG-ED Activity Funds Requested	
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Total Other Funds Committed	
Source	
Source	
Source	

Matching Funds (At least 1:1)	
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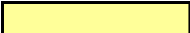
Administrative Funds Requested	
No more than 8% of total CDBG-ED request.	

E. TABLE OF CONTENTS

Review and complete the General Application Requirements section of the guidelines to make sure that all areas have been completed.

<u>APPLICATION REQUIREMENT</u>	<u>PAGE NUMBER</u>
1. Copy of Letter of Support from CRDC	
2. Community Needs Assessment Narrative and Copy of Assessment Process	
3. Benefit to Low and Moderate Income Persons Narrative	
4. Appendix B. Local Government Local Development Organization and Business Application Certification	
5. Appendix C. Acceptance of CDBG Program Requirements Certification for Application <i>If a joint application, both local governments need to sign.</i>	
6. Appendix D. State Objectives for the Montana Department of Commerce Business Resources Division Community Development Block Grant Program	
7. Appendix E. Full Environmental Checklist	
8. Appendix E-A (Supplement) Environmental Review Site Specific Checklist	
9. Appendix H. Resolution to Authorize Application	
10. Appendix I. Citizen Participation - First Public Hearing Minutes, Attendance Sheet, Affidavit of Publication	
11. Appendix I. Citizen Participation - Second Public Hearing Minutes, Attendance Sheet, Affidavit of Publication	
12. Appendix J. Draft Revolving Loan Fund Plan	
13. Appendix L1 or L2. Draft Sub-Recipient Agreement L1 for RLF project L2 for non-RLF project	
14. Appendix M1, M2 or M3. Draft Management Plan M1 if to be managed by the Local Government M2 if a loan to be managed by a 3rd party non-profit M3 if a grant to be managed by a 3rd party non-profit	
15. Appendix N. Sources and Uses Form Part I	

16. Appendix N. Sources and Uses Form Part II	
17. Appendix O1 or O2. Draft Hiring and Training Plan or Draft Hiring and Training Plan for Customized Employee Training O1 for Hiring and Training Plan O2 for Customized Training Plan <i>Hiring and Training Plans for Customized Employee Training need to address the minimum wage requirement.</i>	
18. Appendix P. Project Implementation Schedule	
19. Appendix Q. Draft Confidentiality and Non-Disclosure Agreement and Affidavit	
20. Appendix R. Draft Inter-local Agreement	
21. Appendix S. Income Survey Forms and Ethnicity/Racial Forms for Job Retention Proposals <i>Forms for existing employees</i>	
22. Appendix T. Business Plan	
23. Appendix U. Grant Assistance Agreements U1 for Training Grant U2 for Infrastructure of Non-Profit Grants	
24. Appendix V. Preliminary Engineering Report Outline	
25. Appendix W. Preliminary Architectural Report Outline	
26. Financial Statements for 3 Most Recent Years of Operation Balance Sheet Profit and Loss Statement Cash Flow Statement Reconciliation of Net Worth Current Aging of Accounts Receivables	
27. Financial Projections for 3 years Projected Balance Sheet Projected Profit and Loss Statement Projected Cash Flow	
28. Debt Schedule	
29. Explanation of Working Capital Needs	
30. Personal Financial Statements and Tax Returns (for owners with 20% or more ownership)	
31. Personal Credit Check Release (for principal owners)	
32. Public and Private Sector Commitments for Funding	

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|---|---|
| 33. Acquisition Narrative - <i>if applicable</i>
<i>Buy/Sell Agreement</i> |  |
| 34. Federal Labor Standards Narrative - <i>if applicable</i> |  |
| 35. Map of Proposed Project Area |  |
| 36. FEMA Flood Map of Project Area - <i>if applicable</i> |  |
| 37. Proof of Worker's Compensation Coverage
(for local government, assisted business, local development organization) |  |
| 38. Other Items (list) |  |